

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

Admissions Office
Oxford University
[Specific College Name, if applicable]
[College Address]
[City, State, Zip Code]

Dear Admissions Committee,

Subject: Transfer Application to [Your Desired Course/Program]

I am writing to formally request a transfer to Oxford University to pursue [Your Desired Course/Program]. I am currently a [Your Current Year, e.g., second-year] student at [Your Current University Name], where I am studying [Your Current Major/Program].

[Paragraph 1: Introduce yourself and your current academic situation, including your current university, major, and any relevant academic achievements or experiences that highlight your qualifications.]

[Paragraph 2: Explain your reasons for wanting to transfer to Oxford, including specific aspects of the program, faculty, or research opportunities that attract you.]

[Paragraph 3: Discuss any relevant extracurricular activities, work experience, or personal qualities that make you a strong candidate for the program.]

[Paragraph 4: Conclude by expressing your enthusiasm for the possibility of studying at Oxford and your willingness to provide additional information if needed.]

Thank you for considering my application. I look forward to the opportunity to contribute to and grow within the Oxford community.

Sincerely,

[Your Name]
[Your Current University and Major]